
Public Works – Landscape Design Internship

This is a temporary non-benefited position (not to exceed two semesters).

Opening Date: May 3, 2016

Closing Date: Subject to closing without notice when the needs of the city are met

Hourly Wage: \$12.00

Work Schedule: Approximately 19.5 hours per week; flexible scheduling, hours may vary

Minimum Qualifications:

- High school diploma or G.E.D. supplemented by college courses in landscape architecture
- Enrolled as an undergraduate student in landscape architecture program
- Ability to analyze data and make preliminary recommendations to staff
- Ability to work well with others in a professional office environment or in the field (depending on assignment)
- Excellent oral and written communication skills
- Working knowledge of MS Windows, Excel, MS Office Suite, AutoCAD or other software program required by the hiring authority

Additional Requirements: Depending on position, may require lifting up to 50 lbs. and ability to work outdoors

Licenses/Certifications: A valid Arizona driver's license

Essential Duties:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Working knowledge of AutoCAD
- Working knowledge of Excel

Applicant Requirement: Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

How to Apply: Submit a cover letter, application and most recent transcript (or proof of enrollment in a college, university or technical school) to the City of Tempe, Public Works Department, Parks, 55 S. Priest Dr., Tempe, Arizona 85281

For questions, please contact:

Craig Hayton / Parks Manager /(480) 350-5234 or Craig_Hayton@tempe.gov

An equal opportunity/reasonable accommodation employer

Application For

Temporary Employment

An Equal Opportunity Reasonable Accommodation Employer

Public Works Department/ Field Operations Division - Parks



PRINT CLEARLY AND NEATLY IN INK OR USE TYPEWRITER.

ANSWER ALL QUESTIONS COMPLETELY. SIGN THE APPLICATION

TITLE OF
POSITION: _____

1. **Name:** _____ 2. **Last 4 digits of Social Security #:** _____
Last First Middle In.

3. **Address:** _____
Street - Apt. # City State Zip Code

4. **Email Address:** _____

5. **Phone - Home:** _____ **Office:** _____ **Message:** _____

6. **Do you possess a valid Driver's License?** Yes ____ No ____

7. **Are you at least 18 years old?** Yes ____ No ____ Upon hiring, you may be required to show proof.

8. **Are you legally authorized to work in the United States?** Yes ____ No ____

9. **Are you related to any member of the City Council, City Board or Commission member or any City employee?**
Yes ____ No ____ If yes, indicate WORK, RELATIONSHIP AND POSITION: _____

In accordance with Rule 3, Section 301, of the Tempe Personnel Rules and Regulations, no parent (in-law and step), child (in-law and step), or spouse of a regular employee, City Councilmember, Board or Commission member can be hired as a temporary employee within the same department, except as noted in the Rule.

10. **Have you ever worked for the City of Tempe?** Yes ____ No ____

11. **Please list other names you have gone by, so we can verify your previous work experience and/or education:**

12. **Dates available:** From _____ To _____. Specify times you are available to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
List specific hours you are available to work							

13. **EDUCATION:** Circle highest grade completed
GRADE SCHOOL 1 2 3 4 5 6 7 8 HIGH SCHOOL 9 10 11 12 COLLEGE 1 2 3 4 5 6

14. **HIGH SCHOOL AND INSTITUTIONS OF HIGHER LEARNING**

Name Dates Attended Major Degree or Diploma Obtained

15. **Professional Registration(s), License(s), and/or Certification(s) you possess *that relate to this position*:**

(Please attach a copy of all certifications/registrations)

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

16. EMPLOYMENT HISTORY:

You may make copies and use as many of these sheets as necessary to continue your employment history.

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years or any additional relevant experience. Your qualifications will be evaluated ***solely*** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY NOT BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

DO NOT WRITE "SEE RESUME" OR "SEE ATTACHED" IN THE SPACES BELOW.

Place of Employment or Volunteer Experience: _____	Phone: _____
Address: _____	
Street	City State Zip Code
Type of Business: _____	Your Title: _____
Supervisor Name/Title: _____	
Employment Dates: From _____ To _____	Total Time There _____
Month/Year	Month/Year Year(s) Month
Hours Per Week _____	Starting Wage \$ _____ per _____ Ending Wage \$ _____ per _____
Description of Work Performed: _____	

Reason for leaving: _____	
May we contact this employer if you are considered for the position: Yes _____ No _____	

Place of Employment or Volunteer Experience: _____	Phone: _____
Address: _____	
Street	City State Zip Code
Type of Business: _____	Your Title: _____
Supervisor Name/Title: _____	
Employment Dates: From _____ To _____	Total Time There _____
Month/Year	Month/Year Year(s) Month
Hours Per Week _____	Starting Wage \$ _____ per _____ Ending Wage \$ _____ per _____
Description of Work Performed: _____	

Reason for leaving: _____	

Place of Employment or Volunteer Experience: _____ **Phone:** _____

Address: _____
Street City State Zip Code

Type of Business: _____ Your Title: _____

Supervisor Name/Title: _____

Employment Dates: From _____ To _____ Total Time There _____
Month/Year Month/Year Year(s) Month

Hours Per Week _____ Starting Wage \$ _____ per _____ Ending Wage \$ _____ per _____

Description of Work Performed: _____

Reason for leaving: _____

17. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

☐ Yes ☐ No If Yes, please explain: _____

18. Have you ever been convicted of a misdemeanor or felony (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.

☐ Yes ☐ No If Yes, provide charges, dates and locations: _____

Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity and the passage of time will all be considered.

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

Print Applicant's Name: _____

Applicant Signature: _____

Date